

Research Ethics Board External Review 2021		
Recommendation	Status	Notes
1. Recruit at least one member with knowledge of the law	Complete	We have two applicants that will be appointed to the REB
2. Recruit at least three community members		Propose to recruit 2 Indigenous community members and 2 previous research participants.
3. Appointing/hiring someone from the research office staff who has the ethical knowledge and capability to immediately review minimal risk applications.	Ongoing	Pilot review of sub-section of minimal risk applications by Compliance Officer & Chair only
4. More transparency in decision-making, review assignments, and workload expectations.	In Progress	This information will be added to the web site, appointment letters and expectations of REB members document
4b. Files, minutes and other relevant documentation shall be accessible to authorized representatives of the institution, researchers, sponsors and funders when necessary, to assist internal and external audits, or research monitoring, and to facilitate reconsideration or appeals”	Complete	Files etc. are available to authorized representatives when necessary. Researchers will be provided a copy upon request. Relevant approval letters are provided to Tri-Agency monitors upon request.
5. The REB should publish and disseminate annual reports about the REB review statistics submitted directly to the Associate Vice President Research and the university community.	Ongoing	The REB will report bi-monthly to the Council Committee on Research (CCR). CCR meeting materials are posted publicly.
6. The REB should come up with mechanisms to solicit feedback on REB application and review processes to improve the review process and provide better/consistent support for researchers.		This could be done through a feedback form on the website.
7. Standardized communication such as automatic email response functions to inform researchers of timelines and triage processes.	Complete	We currently do this for newly submitted applications, NERs Certificates of approvals, renewal reminders etc. We removed timelines during COVID because we were never sure of how long things would take. This will be automatic with converis, but is currently manual.
8. Develop and publish on the REB website a flow chart showing the different steps involved in reviewing REB applications so that researchers are better informed of the REB review process.	In progress	This is on the website currently as a link to "Review Process" we add the "subset of minimal risk" category

9. Automated Work Flow	Ongoing	These concerns will be addressed through the implementation of the Ethics Module in Converis
10. Revise structure of NER to reference TCPS2 articles	Ongoing	
11. Determine a process for Quality Control of REB Reviews		
12. Compile a list of frequently use comments for reviews	Complete	We have a file of common comments that is shared by the Compliance Officer and the Chair
13. Develop FAQ and Guidance documents for researchers	Ongoing	
14. Provide copies of exemplary applications for researchers to reference		We will develop/make available current applications for several disciplines.
15. A web-based and a PDF checklist must be made available to researchers to consult prior to submitting an REB application to ensure an application is complete.		
16. Form accessibility	Ongoing	This will be handled through the implementation of converis
17. Update Website Update all current forms/support documents. Prominently post application information and guidelines so that applicants can easily locate resources. Publish regularly scheduled REB meetings online. Publish review timelines online to set clear expectations about the turnaround time for reviews. Update the list of the REB members and Chair's contact information.		The current information will be updated, however a complete overhaul of the site is required.
18. Appeal of REB Decisions - provide a prominent link on the website and the FAQ to the appeal process. Additionally, researchers have to be adequately informed about the options available to them whenever the REB renders a negative decision.		The REB has never actually "denied" an application. We have never had to use the appeal process

<p>19. The Director of the Research Office or REB compliance officer should work with the REB Chair to set clear expectations for the educational and training requirements for REB members. We recommend that an orientation package be prepared for each new REB member. Continuous educational and training opportunities focused on research ethics should be scheduled as part of regularly scheduled meetings. New policy and guidance documents should be shared with REB members to keep them engaged. In addition, the REB Office may want to support and encourage REB members to attend CAREB and workshops on research ethics.</p>		<p>Will be outlined in the Expectations of REB Members document. Will also require a great deal of ongoing monitoring of OCAP training and CAREB Conference/Webinars, each of which require financial support.</p>
<p>20. New Faculty Training Platform (onboarding) The REB Office and the Chair should engage with faculty members, especially new faculty, to ensure they are up to speed regarding REB application processes.</p>		
<p>21. Graduate Student Training Supports The Review Team learned that the REB Office has coordinated with the Faculty of Graduate Studies and Research to deliver presentations on research ethics and the REB application process. This is laudable and the two units need to collaborate more so that graduate students are educated on the application process and their applications should be prioritized.</p>	Ongoing	
<p>22. Indigenous Research Protocols and Expectations The Associate Vice President of Research and Chair of REB work with Dr. Lori Campbell, Associate Vice-President Indigenous Engagement to facilitate consultations with U of R Indigenous scholars/leaders, and other Indigenous leaders within the wider Indigenous community with the goal to establish research ethics protocols and expectations grounded in the stated purpose of TCPS2 Chapter 9 and University of Regina's own Call to Action document.</p>		